

APPENDIX A

STATEMENT OF WORK

**PERFORMANCE OF AN
ENGINEERING EVALUATION/COST ANALYSIS
FOR
THE 323 ACRE WOODED SITE
AT
JEFFERSON PROVING GROUND, INDIANA**

1.0 BACKGROUND

The work required under this Scope of Work (SOW) falls under the Defense Environmental Restoration Program (DERP). OE contamination may exist on property formerly owned by the Department of Defense in Jefferson County, Indiana.

1.1 General.

Ordnance and Explosives Contamination (OE) may be buried on property encompassing Jefferson Proving Ground (JPG). This situation may be a safety hazard and may constitute an imminent endangerment to the public. During this action, it may be necessary for the AE to destroy on-site any OE encountered. Actions will be performed consistent with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and the National Contingency Plan (NCP). For any actions on site, administrative requirements of Federal, State, or Local permits are not required, but the substantive permit requirements shall be fulfilled. The provisions of 29 CFR 1910.120 shall apply to all actions taken at this site.

1.1.1 Although Chemical Warfare Material was shipped through the site, no evidence of contamination by CWM or CWM byproducts remains. If the A-E encounters suspected CWM during work, the A-E shall immediately withdraw from the work area and notify the Corps of Engineers on-site Safety Specialist or the U.S. Army Engineering and Support Center (CEHNC), Huntsville, Alabama.

1.1.2 Due to the inherent risk in this type of operation, the AE shall be limited to a 40-hour work week (either five 8-hour days or four 10-hour days) when performing OE operations. Unexploded Ordnance (UXO) personnel shall not perform UXO-related tasks for more than 10 hours per day.

1.2 Site Location. JPG, is located approximately five miles north of Madison, Indiana.

1.3 Site History. JPG was used as a US Army Proving Ground between 1941 and 1995. Based on historic data, of the more than 27 million munitions items tested at JPG's ranges, approximately 1.5 million may remain. The ordnance items range in size from small caliber firearms projectiles to 2,000 lb. bombs. The **323** acre wooded site lies behind the main firing line. However, although large caliber

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artillery projectiles and bombs are unlikely, it is possible that the site may contain mortar rounds, munitions used by light infantry units, or rockets.

2.0 OBJECTIVE

The objective of this delivery order is to develop the best alternative to rectify risks attributable to OE at the site. The AE shall perform an Engineering Evaluation/Cost Analysis (EE/CA) at JPG and document the results. This document will be used to establish the location of the source area of the OE, determine the quantity of OE requiring remediation, and define techniques applicable to the recovery and disposal of the OE. The EE/CA will be used to support the determination for subsequent action at the site. Development of data for use in the EE/CA will entail a review of available site history, aerial photographs, real estate transfer documents and other historical information, the previously conducted geophysical investigation, and an on-site assessment of suspected areas of OE contamination. OE sampling (based on the recently completed geophysical survey), and statistical analysis will be performed to determine potential hazards and propose appropriate solutions for any on-site OE contamination identified. Institutional controls as subsequently described shall be evaluated for the site.

3.0 SPECIFIC REQUIREMENTS

3.1 (Task 1) Site Visit & Records Review. The AE shall make a site visit, review pertinent records and interview personnel knowledgeable of site conditions. The purpose of this task is to permit the AE's staff with direct project responsibility to gain necessary information about site conditions. It is not intended that this task be a "records locating task " where new information is located or developed. If any sites are visited by the AE for which a Site-Specific Health and Safety Plan (SSHP) is not in-place, then an abbreviated SSHP must be prepared by the AE and submitted to the Contracting Officer for review and approval prior to the visit. Site visitors to areas potentially contaminated with OE must be escorted by a qualified safety specialist, provided by the A-E. The Contracting Officer will provide a generic SSHP for the AE to site-adapt. The AE shall ensure that the site visit is fully coordinated and that all members of the site visit team maintain compliance with the SSHP. The Government will provide to the AE all the information obtained from the recently completed geophysical investigation.

3.2 (Task 2) Prepare Project Work Plan. The AE shall prepare a site specific Work Plan (WP) describing how all subsequent work is to be performed. The AE shall use the existing approved WP developed under Contract DACA87-97-D-0006 to the maximum extent possible. Additions or changes to the original WP shall be accomplished by adding letter size "slip sheets". The WP shall describe the specific work proposed in order to meet the objectives of this SOW. The WP shall describe, in specific terms, the policies, organization, objectives, functional activities, and specific AE quality control (QC) activities required to achieve the data quality objectives proposed for the project. The AE shall describe how the site will be investigated. Potential investigation methods include, but

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are not limited to, evaluations of archival data, evaluations of historical aerial photographs, evaluations of geophysical investigations, and anomaly excavations. The AE shall propose and justify methods and procedures that are well suited to the anticipated site conditions. The AE shall consider technical requirements for site characterizations as well as safety, security and environmental regulations applicable to this site. The plan shall describe the goals, methods, procedures and personnel used for field sampling and data gathering activities, and shall identify techniques to statistically validate risk based conclusions and proposed remedial action requirements. The work plan shall also specifically address, but not be limited to, the following elements:

3.2.1 Site-Specific Safety and Health Plan (SSHP). IAW 29 CFR 1910.120, the AE shall submit a SSHP that contains OE safety standards and procedures. The AE shall review all available site information and develop the necessary safety and health documents sufficient to protect on-site personnel, the environment and potential off-site receptors. The AE shall utilize the services of qualified personnel, as defined in ER-385-1-92 to oversee the development and implementation of the required safety and health documents as defined in Section 5 of this SOW.

3.2.2 Quality Control Plan (QCP). The AE shall propose a system to manage, control, and document the performance of these tasks. The Quality Control Plan shall include both geophysical QC and data QC. Data QC includes both digital data (communications; transmissions and receipt), along with all analog data (administrative; contractual; survey, digital capture of geophysical instrument readings, and geophysical field notes). The methodology to accomplish the quality control shall be in accordance with Chapter 5 of the CX OE Quality Management Plan, dated 28 November 1994, which identifies the minimum QC activities. The QC activities shall be documented and included in the final investigation report. The AE shall ensure that the corporate quality policy is understood, implemented, and maintained at all levels in the organization. The AE is responsible for ensuring that project work proceeds smoothly in accordance with the SOW maintaining a continual vigilance for ways to increase efficiency and quality, as well as providing weekly summaries of Quality Control activities.

3.2.3 Environmental Protection Plan. A site specific Environmental Protection Plan shall include all coordination with Federal, State, and local environmental agencies. All known endangered/threatened species, archaeological sites, wetland, and other environmental resources must also be included in this plan.

3.2.4 Work, Data, and Cost Management Plan. In addition to the hard copy distribution as shown in paragraph 4.13 of this SOW, the AE shall provide two copies of the WP (in Microsoft Word) on 3.5" computer disks, to CEHNC-OE-DC-B. The AE shall submit a work schedule and manpower allocation (by task) with the WP. Any assumptions shall be stated and their basis shall be provided. The AE shall notify the Project Manager at least 10 calendar days in advance of mobilization for the field work after the WP is approved by the Contracting Officer.

3.2.5 UXO/OE Planning and Operations Plan. The AE shall identify and justify sites for investigation. Site layout shall be clearly provided for each proposed site to be investigated. The plan shall contain a schedule of when the areas will be investigated. The AE shall describe how OE/UXO operations will be planned and implemented utilizing appropriately qualified personnel, equipment and procedures. All UXO/OE operations must be performed utilizing qualified UXO personnel, equipment and procedures as defined in Reference 6.10. No substitute experience or qualifications will be accepted.

3.3 (Task 3) Performance of OE Sampling.

3.3.1 The AE shall provide all necessary personnel and equipment to perform OE sampling at the site. The purpose of anomaly excavation is to determine the presence and nature of OE contamination. All 89 anomalies to be excavated by the AE will be marked in the field by the Government and Government furnished dig sheets showing approximate anomaly locations will be provided to the AE. The AE shall tabulate all anomalies into an Excel spreadsheet. This data will then be the basis for the excavation and removal of all anomalies. The results of the excavations shall be added to the spreadsheet to include all pertinent features of the anomaly to include items such as description, actual location, depth, size, mass and any other information that would assist in classifying the geophysical anomaly. All interim data shall be provided in a digital format to the government utilizing Internet connection to the CEHNC OE server with final deliverables on PC CD-ROM. The AE shall dispose of all OE excavated or otherwise located during this investigation by blowing in place where possible, however no demolitions shall be performed that may jeopardize any historical or archeological structure or location. The AE shall excavate to a depth of four feet to determine the identity of selected geophysical anomalies. If deeper excavation is required, the on-site Huntsville Center Safety specialist or CEHNC-OE-DC-B will make the decision.

3.3.2 All access/excavation/detonation holes shall be backfilled and returned to the natural state. Detonation holes shall be lined with a geotextile fabric prior to backfilling.

3.3.3 The AE shall maintain a detailed accounting of all OE items/components encountered. This accounting shall include the amounts of OE, the identification and condition, depth located, disposition and the location/mapping. This accounting shall be part of the final report.

3.3.4 The AE shall maintain a detailed accounting system for all demolition materials used to detonate OE on-site.

3.3.5 If a scenario is encountered that an unidentifiable UXO is located or a suspected toxic chemical munition is encountered, or a situation occurs which prevents detonation in-place, the on-site CEHNC Safety Specialist or CEHNC Safety Office shall be notified, who in turn will request the appropriate support.

3.3.6 The AE shall be responsible for developing a statistical estimate of density for each type of UXO found in each sector. The AE will be required to use UXO Calculator to determine sector UXO densities.

3.4 (Task 4) Turn-in of Recovered Inert Ordnance and OE Related Scrap. The AE shall provide all necessary personnel and equipment to accomplish this task. The AE shall coordinate with the local DRMO (or a local scrap dealer, if approved by the DRMO) for the turn-in procedures to be followed.

3.4.1 The AE shall complete a DD Form 1348-1A as turn-in documentation. Instructions for completing this form are contained in the Defense Utilization and Disposal Manual, DoD 4160.21-M. The Senior UXO Supervisor shall sign the Certificate as follows:

"I certify that the property listed hereon has been inspected by me and, to the best of my knowledge and belief, contains no items of a dangerous nature."

3.4.2 Turn-in documentation receipts shall be submitted as a component of the EE/CA Report.

3.5 (Task 5) Institutional Analysis. The AE shall prepare an institutional analysis to support the development of institutional control alternatives plans of action. Institutional controls rely on the existing powers and authorities of other government agencies to protect the public at large from OE risks. Instead of direct elimination of the OE from the site, these plans rely on behavior modification, and access control strategies to reduce or eliminate OE risks. The objective of this report is to document which government agencies have jurisdiction over OE contaminated lands and to document ordinances, zoning regulations and applicable permits to this site which could protect the public at large from explosive hazards. Additionally, this report should document the obligation of government, corporate, or private land holders of OE contaminated lands to protect citizens from safety hazards under tort law.

3.5.1 Institutional Summaries. For each institution selected for review, the following information shall be provided:

- ?? Name of Agency
- ?? Origin of Institution
- ?? Basis of Authority
- ?? Sunset Provisions
- ?? Geographic Jurisdiction
- ?? Public Safety Function
- ?? Land Use Control Function
- ?? Financial Capability
- ?? Constraints to Institutional Effectiveness (OE Safety)

3.5.2 Institutional Analysis Report. The basic report shall include:

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- ?? Purpose of Study
- ?? Methodology
- ?? Scope of effort/ Selection Criteria
- ?? Responsibility
- ?? Technical Capability
- ?? Intergovernmental Relationships
- ?? Funding Sources
- ?? Recommendations

3.6 (Task 6) Qualitative Risk Assessment: The AE shall be responsible for assisting the Government in the development of a Qualitative Risk Assessment (QRA) process. The ultimate process will be the property of the Government. The Contractor will be responsible for utilizing the QRA at the site to determine the qualitative public risk for each sector of the site. A risk report detailing all significant factors that went into the QRA and all statistical details of the site characterization is required. The statistical characterization will be in accordance with the USAESCH developed statistical methodology UXO Calculator.

3.7 (Task 7) Prepare EE/CA Report. The AE shall prepare and submit an EE/CA report fully documenting the field work and subsequent evaluations and recommendations made by the AE. The textual portions of the report shall be fully supported with accompanying maps, charts, and tables as necessary to fully describe and document all work performed and all conclusions and recommendations presented. The report shall describe the location and predict the identification of buried ordnance, differentiate between buried ordnance and non-ordnance geophysical anomalies, and describe the alternative land uses and anticipated costs of performing OE removal actions at the site.

3.8 (Task 8) EE/CA Action Memorandum. As directed by the Contracting Officer, the AE shall prepare an EE/CA Action Memorandum consistent with guidance provided by CEHNC for signature by the appropriate CEHNC personnel.

3.9 (Task 9) Community Relations Support. The AE shall attend and participate in public meetings as directed by the Contracting Officer. The support shall include preparation and delivery of briefings, graphics and presentations, and participation in site visits.

3.10 (Task 10) Meetings and Project Management.

3.10.1 The AE shall, during the life of the Individual Delivery Order (IDO), manage the IDO in accordance with the SOW Appendix A. All project management associated with this delivery order, with the exception of direct technical oversight of work described in the preceding tasks, shall be accounted for in this task. The AE shall attend and participate in meetings with DoD, regulatory and civilian personnel as directed by the Contracting Officer. The AE shall provide a minimum of

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three professionals, thoroughly familiar with the project, at the minimum of three meetings. The meetings should not last more than one day each.

3.10.2 The AE shall provide all logistical support for a public meeting to be held in Madison, Indiana. This shall include mailing the notification to all persons and agencies on the mailing list. All costs associated with this public meeting shall be paid by the AE. The AE shall provide a Senior UXO Supervisor to assist in this public meeting. The Government will conduct the public meeting.

3.11 OPTION 1 (Task 11) Explosives Safety Submission (ESS). If the EE/CA recommendation is for no further action (NOFA) or institutional controls and as directed by the Contracting Officer, the AE shall prepare an ESS for coordination and approval by the Department of Defense Explosive Safety Board. The AE shall use the format specified in Reference 6.11, available from the Contracting Officer.

4.0 SUBMITTALS AND CORRESPONDENCE

4.1 Format and Content of EE/CA. An EE/CA presenting all data, analyses, and recommendations shall be prepared and submitted by the AE. All drawings shall be of engineering quality in drafted form with sufficient detail to show interrelations of major features. The contents and format of the EE/CA shall be arranged in accordance with all pertinent guidance documents. When drawings are required, data may be combined to reduce the number of drawings. Reports shall consist of 8-1/2 inch by 11 inch pages with drawings other than the construction drawing folded, if necessary, to this size. A decimal paragraphing system shall be used, with each section and paragraph of the reports having a unique decimal designation. The report covers for each submittal shall consist of durable 3-ring binders and shall hold pages firmly while allowing easy removal, addition, or replacement of pages. A report title page shall identify the site, the AE, the Corps of Engineers, Huntsville Engineering and Support Center, and the date. The AE identification shall not dominate the title page. All data, including raw analytical and electronic data, generated under this delivery order are the property of the DoD and the government has unlimited rights regarding its use.

4.2 Review Comments. Various reviewers will have the opportunity to review submittals made by the AE under this IDO. The AE shall review all comments received through the CEHNC Project Manager and evaluate their appropriateness based upon their merit and the requirements of the SOW. The AE shall issue to the Project Manager a formal, written response to each comment no later than 21 days after the AE receives the comment.

4.3 Draft Reports. Each page of draft reports shall be stamped "DRAFT". Submittals shall include incorporation and notation of all previous review comments accepted by the AE.

4.4 Identification of Responsible Personnel. Each report shall identify the specific members and title of the AE's staff and subcontractors that had significant, specific input into the reports' preparation or review. All final submittals shall be sealed by the registered Professional Engineer-In-Charge.

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4.5 Presentations. The AE shall make presentations of work performed as required. The presentation shall consist of a summary of the work accomplished and anticipated followed by an open discussion among those present.

4.6 Minutes of Meetings. Following the presentation, the AE shall prepare and submit minutes of all meetings attended to the Contracting Officer or his representative within 10 calendar days.

4.7 Correspondence. The AE shall keep a record of each phone conversation and written correspondence affecting decisions relating to the performance of this IDO. A summary of the phone conversations and written correspondence shall be submitted with the monthly progress report to the Contracting Officer.

4.8 Project Control and Reporting. The AE shall prepare and submit a master network schedule, cost and manpower plan, monthly progress reports, technical progress reports, monthly individual performance reports and cost/schedule variance report, work task proposal plan, and a program control plan in accordance with Section 4.5 of Appendix A to the basic delivery order SOW.

4.9 Monthly Progress Report. The AE shall prepare and submit a monthly progress report describing the work performed since the previous report, work currently underway and work anticipated. The report shall state whether current work is on schedule. If the work is not on schedule, the AE shall state what actions are anticipated in order to get back on-schedule. The AE shall provide earned value curves to document progress. The report shall be submitted not later than the 10th day of the following month.

4.9.1 Monthly Exposure Hour Report. The AE shall submit the total hours worked in the field and number of vehicle miles driven in direct support of the contract to the Contracting Officer with a copy furnished to CEHNC-OE-S-P NLT the 10th day of the month following the report. The report will also note the number of accidents on site.

4.10 On-Site Coordination. The AE shall keep the Contracting Officer's on-site representative informed of day-to-day field activities occurring on-site. Where AE activities are likely to require coordination with various other activities at the site, the AE shall notify the POC identified by the Contracting Officer sufficiently ahead of time to allow for coordination activities to take place.

4.11 Computer Files. All final text files generated by the AE under this IDO shall be furnished to the Contracting Officer in Microsoft Word 6.0 or higher software, IBM PC compatible format. All final GIS data, design drawings and survey data generated by the AE under this delivery order shall be submitted in the proper format and media that will permit their loading, storage, and use without modification or additional software on the Huntsville Center GIS workstations. The Huntsville Center system consists of Intergraph TD-4 and 5 Intel dual Pentium GIS workstations. The workstations run under the Windows NT operating system with Microstation 95 utilizing the Microstation Geographical

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Information System Environment (MGE) compliment of software and the Oracle relational database. GIS related software includes: Microstation 95, Oracle 7.0, Modelview, IRAS B and C, DB Access, MGE Basic Nucleus, MGE Analysis, MGE Map Finisher, MGE Projection Manager, MGE Terrain Modeler, MGE Grid Analysis, MGE GIS Translators, MGE Voxel Analysis and Vistamap. Imaging and Environmental packages will be added to meet CEHNC's mission requirements. Other specific packages to be considered must be proposed to CEHNC for approval and for system and mission compatibility. Design drawings shall be digitized into Microstation 95 three dimensional design files and furnished to the Contracting Officer on either eight millimeter 5 GB tape or 3.5" floppies, or pre-approved CD format.

4.12 Public Affairs. The AE shall not publicly disclose any data generated or reviewed under this IDO. The AE shall refer all requests for information concerning site conditions to the CEHNC Public Affairs Office. Reports and data generated under this IDO are the property of the DoD and distribution to any other source by the AE, unless authorized by the Contracting Officer, is prohibited.

4.13 Addresses. The following addresses shall be used in mailing submittals:

ADDRESSEE

COPIES

COMMANDER	
US ARMY ENGINEERING CENTER, HUNTSVILLE	6
ATTN: CEHNC-OE-DC-B (Mr. Glenn Earhart)	
PO BOX 1600	
Huntsville, AL., 35807-4301	

COMMANDER	
US ARMY ENGINEER DISTRICT, LOUISVILLE	4
ATTN: CEORL-DL-B (Mr. Doug Meadors)	
PO BOX 59	
LOUISVILLE,KY 40201-0059	

4.14 Schedule and Submittals. The AE shall submit all deliverable data to the Contracting Officer and other reviewers shown in Section 4.13 in accordance with the following schedule. All submittals shall be delivered to all addressees no later than the close of business on the day indicated in this paragraph. In addition, submittals to regulatory reviewers shall be shipped by registered mail or other method where a signed receipt is obtained indicating the date received and the individual accepting the submittal.

DOCUMENT	DATE DUE (days after notice to proceed)
1. Draft Work Plan	45
AE Receive Comments from Govt.	65

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2. Final Work Plan	90
AE Receive Approval to Begin Field Work	110
[1 calendar month field effort]	
4. Draft EE/CA	180
AE Receive Comments from Govt.	200
5. Final EE/CA	260
6. Monthly Report	NLT 10th of following month
7. Minutes of Meetings	NLT 10 days after each Meeting
The overall completion date of this delivery order is <u>TBD</u> .	

5.0 HEALTH AND SAFETY PLAN

5.1 Safety and Health Program. The Occupational Safety and Health Administration (OSHA) requires all employers performing on-site activities to develop and maintain an ongoing written Safety and Health Program in compliance with OSHA Standard 29 CFR 1910.120(b) /29CFR1926.65(b). The program, including updates, shall be made available upon request.

5.2 Site Safety and Health Plan (SSHP). The SSHP required by 29CFR1910.120(b) /29CFR1926.65(b)(4), and as defined by this SOW, shall be prepared and submitted. On-site activities shall not commence until the plan has been reviewed and accepted. The SSHP shall describe the site-specific safety and health procedures, practices and equipment to be implemented and utilized in order to protect affected personnel from the potential hazards associated with the site-specific tasks to be performed. The level of detail provided in the SSHP shall be tailored to the type of work, complexity of operations to be accomplished and the hazards anticipated. The AE shall address all elements contained in Appendix B of ER 385-1-92 in preparing the SSHP. Where the use of a specific topic is not applicable to the project, the AE shall provide a negative declaration to establish that adequate consideration was given of the topic and gives a brief justification for its omission. Information readily available in standards texts shall be repeated only to the extent necessary to meet the requirements of this SOW. The SSHP shall not duplicate general information contained in the Safety and Health Program that is not specifically related to this project.

5.3 Abbreviated Health and Safety Plan. For sites where only a walkover will be performed, and where a UXO Specialist accompanies the site visit team and performs ordnance avoidance, the AE may be required to submit only an "Abbreviated Health and Safety Plan". The format for this document will be provided by the CEHNC Safety Office.

6.0 REFERENCES.

- 6.1 National Contingency Plan, 40 CFR 300.
- 6.2 "Preparation of Contracts for OE Related Contracts", ETL 385-1-1, 3 Sep 1996.
- 6.3 Federal Acquisition Regulation, FAR Clause 52.236-13: Accident Prevention.

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6.4 U.S. Army Corps of Engineers, ER-385-1-92, Appendix B, Safety and Occupational Health Document Requirements for Hazardous Toxic and Radioactive Waste (HTRW) and Ordnance and Explosive Waste (OE) Activities, 18 March 1994.

6.5 Occupational Safety and Health Administration (OSHA) General Industry Standards, 29 CFR 1910 and Construction Industry Standards, 29 CFR 1926; especially 196.120/29CFR1926.65-?Hazardous Waste Site Operations and Emergency Response.?

6.6 NIOSH/OSHA/USCG/EPA, ?Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities?, October 1985. (DHHS(NIOSH) Publication No. 85-115).

6.7 Archive Search Report for the Jefferson Proving Ground, Madison, Indiana, US Army Corps of Engineers, St. Louis District.

6.8 U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM-385-1-1, 3 Sep 1996.

6.9 "Safety Concepts and Basic Considerations for Unexploded Ordnance Operations", ETL 385-1-1.

6.10 Ordnance and Explosives (OE) Center of Expertise (CX) Personnel and Work Standards for Ordnance Response, 8 Aug 1996.

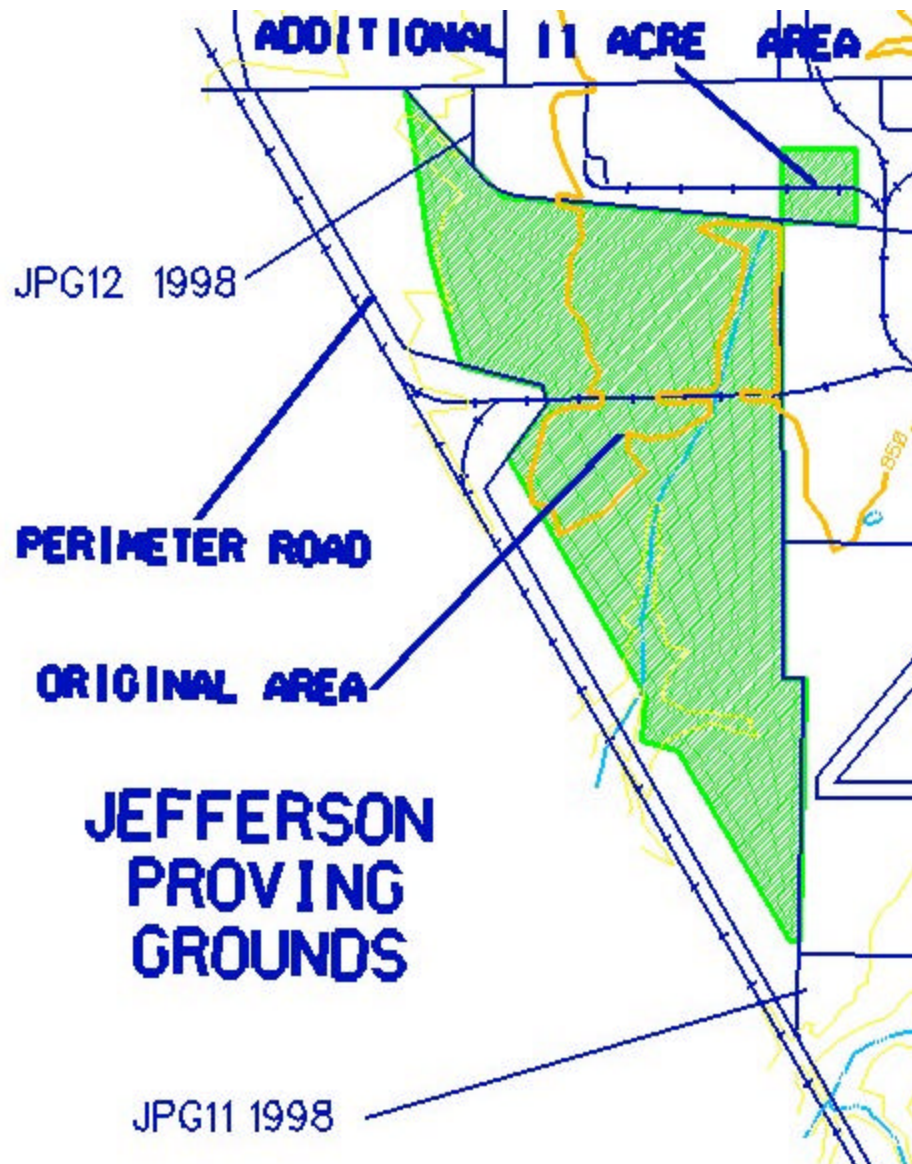
6.11 Explosives Safety Submission Format, CEHNC, October 1998.

6.12 Guidance on Conducting Non-Time Critical Removal Actions Under CERCLA

6.13 EPA Guidance Document, "Superfund Removal Procedures, Action Memorandum Guidance, EPA/540/P-90/004, December 1990"



ATTACHMENT 1



ATTACHMENT 2

APPENDIX B

USAESCH WORK PLAN APPROVAL LETTER